



CITY OF FORT LAUDERDALE

NEIGHBORHOOD CAPITAL IMPROVEMENT PROGRAM



NCIP/NCIGP GUIDE 2003/04

Fort Lauderdale City Commission

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GENERAL INFORMATION

To enhance quality of life in our neighborhoods, the Fort Lauderdale City Commission has established the Neighborhood Capital Improvement Program (NCIP) and Neighborhood Capital Improvement Grant Program (NCIGP).

The goal of the NCIP/NCIGP is to provide matching grant funds for the construction of capital improvements that beautify neighborhoods and enhance the overall quality of life of those who live, work and visit the City of Fort Lauderdale. The NCIP/NCIGP may award up to \$350,000 in funding per year based upon the quality of the projects. Examples of capital improvement projects that have been



completed with the help of NCIP/NCIGP funding include entrance-way monuments and guardhouses, neighborhood identification signs, and enhanced neighborhood parks and streetscapes.

The following pages outline the program guidelines for the City of Fort Lauderdale's NCIP and NCIGP. Additional information and copies of NCIP/NCIGP applications may also be downloaded from the City's website at www.fortlauderdale.gov/neighborhoods.

The NCIP/NCIGP is administered by the City of Fort Lauderdale's Engineering and Architectural Bureau. If you have any questions regarding the program or application process, please contact Marisol Lotito, NCIP/NCIGP Program Manager, at (954) 828-8954.



NCIP PROGRAM GUIDELINES

I. PROGRAM ELIGIBILITY

A. Applications for projects on public property or City right-of-way must demonstrate a benefit to the community, show a high level of community involvement and support, and include long-term maintenance plans, where applicable.

B. Neighborhood associations must be registered with the state of Florida as a not-for-profit corporation and operating as an organization within the City of Fort Lauderdale for a minimum of one year. *

Exception: Neighborhood associations seeking to do projects that do not require entering into an agreement with the City (i.e., maintenance agreement or revocable license agreement) do not need the not-for-profit designation. Projects that fall under this category are speed humps and brick paver intersections/crosswalks.

C. One NCIP application per neighborhood association per fiscal year may be submitted.

D. Provide two complete sets of the application and all support documentation. **No binders, please.**

E. Provide two photographs of the project site(s).

F. Applicants must provide a detailed description and location(s) of the proposed project. All pertinent data supporting the proposed project (i.e., cost estimates, fund availability, etc.) must accompany the application. Projects that are well defined will be given high consideration during the rating phase of the selection process.

G. Applicants must submit current association minutes (no older than one year) detailing project approval by the general membership.

H. Applicants must include letters of support from the current association directors and/or board members at the time of application.

I. Applicants must include a letter of support and/or agreement to sign an easement deed from property owner(s) located adjacent to the proposed project.

J. To encourage community partnerships and cohesiveness, neighboring associations must be made aware of the association's proposed project. If your association's project abuts or falls within the boundaries of another neighborhood association(s), a letter of support from the neighboring association(s) must accompany the NCIP application.

K. Phasing of projects or multi-year projects will not be accepted; however, large-scale projects may be divided into stand alone elements and submitted for consideration. No one grant may exceed \$35,000.

II. MASTER PLANS FOR SPECIAL ASSESSMENTS

A. Associations may use NCIP funds (maximum amount \$35,000) as seed money for the development of a master plan that involves a special assessment project.

B. If the special assessment project is not approved by the City Commission or does not have full community support, any future NCIP funding requests must be made for capital improvement projects identified within the boundaries of the special assessment master plan.

C. Any deviation from this will require the association to update the master plan at their cost. Non-compliance will result in the denial of future grant requests.



III. DESIGN

- A. Associations may use the NCIP Design Handbook in developing their project design and cost.
- B. Neighborhood associations may choose from the following options to implement their project:

1. Use the design options in the NCIP - Project Design handbook
2. Customize design
3. Implement project through the Neighborhood Capital Improvement Grant Program (NCIGP). *

**Associations must meet the NCIGP criteria & project must be designated as a NCIGP project at the time of the grant award.*

- C. Applicants must agree to conform to the original plans submitted as approved by the City Commission. Minor deviations or variations

to the proposed project must be reviewed and approved by the Engineering and Architectural Bureau and, if applicable, Parks and Recreation. Major deviations from the approved project, such as change in location or project scope, will not be accepted and will be required to go before the City Commission during the next open competitive round of NCIP.

- D. Association must provide a closeout report within 30 days of project completion. The report must include the following: (a) copies of all expenditure receipts; (b) breakdown of materials provided by association or obtained through contributions; (c) value of materials; (d) number of days, people,



and man hours expended for sweat equity; and (e) documentation of professional services rendered.

IV. FUNDING

- A. Associations may apply for funding for the following types of capital improvement projects:

1. Decorative posts (i.e., street sign, traffic, light)
2. Guard Houses
3. Entrance walls/buffers
4. Signs (i.e., entrance, security, traffic, directional)
5. Street Furniture (including bike racks, trash receptacles and benches)
6. Drainage Improvements (i.e., swale reclamation)
7. Painting projects (i.e., bridges)
8. Entrance Monuments/ Columns
9. Decorative fences (i.e., vinyl coated chain link fence, PVC)
10. Electronic gate arm systems
11. New sidewalks
12. Park improvements (i.e., playground equipment, gazebo, jogging/walking trails, lighting)
13. Brick paver projects (i.e., intersections, sidewalks, crosswalks)
14. Curbing



15. Landscaping (i.e., trees, ground cover, shrubs, mulch, irrigation, timers)
16. Decorative Bollards
17. Swale or median island improvements or new installation
18. Traffic calming devices (round-about, bump-outs, chicanes, speed humps). *

**The association must first meet with Traffic Engineering and request a traffic study. Upon completion, Engineering will provide the association with the results of the study. The association must submit this report as part of their NCIP application, along with meeting minutes of the Board approving the proposal of speed humps for their neighborhood. To meet the application deadline, associations may need to submit their traffic study request to the Engineering Division a year prior to the grant cycle they intend to apply for funds.*

If the applicant qualifies and ranks among those being recommended for funding, the City will conduct a consensus survey after the NCIP grant is awarded. The City will poll all property owners of the affected neighborhood streets to determine whether or not there is consensus for the proposal. Award will be contingent upon the outcome of the official survey. That is, the survey must produce favorable results for the speed humps in order for the grant award to become effective. The grant will be terminated if the survey produces unfavorable results.

19. Other improvements, as deemed appropriate by the City Manager or designee.



B. Associations may not apply for funding for the following types of projects:

1. Entrance Fountains
2. Street modifications (i.e., street closures, changes in traffic patterns)
3. Security cameras
4. Telephones
5. Other improvements, as deemed appropriate by the City Manager or designee.

C. The neighborhood association must agree to and be able to match dollar-for-dollar the grant amount requested. Matching funds may be met by the following methods or combination thereof:

1. Cash
Cash includes funds from a neighborhood association's savings or other cash reserves. Associations must provide proof of cash-on-hand (i.e. bank statement).
2. Contributions
Contributions from private corporations or public entities may be used toward the match if associations provide a letter of intent outlining the specific donation of cash, materials,





equipment or professional services. Professional services rendered by a licensed consultant for landscape, electrical, civil or detailed architectural designs must meet City Engineering standards.

3. Sweat Equity

Sweat equity consists of community volunteers performing manual labor. Examples may include the installation of signs and landscape materials (restrictions may apply -- please contact program manager for details); clearing site of trash and debris; and painting. Sweat equity will be valued at a rate of \$12 per hour per person with the exception of professional services, which will be rated at the fair market

value for the type of services rendered. If applicable, an association's sweat equity match (i.e., installation of plant materials, signage, painting, etc.) must be accomplished within 45 days after project construction has been completed by the City.

4. Materials/Equipment

Credit will be given for trees, palms, ground cover, mulch, soil, community name plaques and other materials purchased by the association or for equipment leased by the association. Materials/equipment must be outlined in detail (i.e., type of material or equipment, quantity and cost).

Please Note: Credit will not be given for services rendered by an attorney and/or preparation of application, documents, telephone calls, site exploration, retrieving project consensus, etc.

5. CAP Points

One thousand CAP points may be earned for each three to four-hour block of resident participation in the workshops for the

City's Community Area Planning (CAP) initiative. CAP points must be used in increments of 100. Associations are given a \$1 credit that may be traded for NCIP capital funds (Example: 10,000 CAP points earned = \$10,000 credit. This \$10,000 credit may be traded for \$10,000 cash of NCIP). The maximum amount of CAP points that may be used in a grant cycle is limited to \$35,000.

6. CDBG Funds

If a neighborhood qualifies for Community Development Block Grant (CDBG) funds, those funds may be used to help meet the match requirements (see Program Manager for further information).

D. If funds are not currently available, associations must submit a fundraising plan with their application outlining how the necessary capital will be generated. The plan should include the type of fundraiser, timeframe, number of events and amount of funds expected to be raised.

E. The Neighborhood Capital Improvement Program is not a reimbursement program, therefore any work conducted or funds expended prior to the award being granted may not be reimbursed. In addition, any funds expended or work executed by the association after notification of the award and without prior approval from the NCIP program manager, will not be reimbursed or credited.





V. MAINTENANCE

- A. Neighborhood associations will be required to submit a signed Maintenance Agreement with the NCIP Application for any project that will require ongoing maintenance upon its completion. Failure on the part of the association to maintain an NCIP project may result in its removal by the City.
- B. The maintenance track record of previous capital improvement projects by associations will be a major consideration in the selection process. Associations with an unsatisfactory track record will not be eligible to participate in the program.

VI. APPLICATION PROCESS

- A. Prior to the selection process and as necessary, staff will meet with the neighborhood's designated project manager(s) to discuss the conceptual scope of the proposed NCIP project.
- B. As part of the selection process, associations will be required to make a five-minute presentation of the proposed project. Presentations will be made to the NCIP Selection/Technical Review Committee.
- C. A committee of City staff from the Engineering and Architectural Bureau, Community Planning Division, and Parks and Recreation

Department will review and rate the NCIP applications. A summary report and recommendation will be submitted to the City Commission for their review and approval. Applicants will be notified of their grant status by mail after Commission approval.

- D. Ranking of NCIP project applications will include but not be limited to the following criteria:
 1. Neighborhoods that have not previously received funding from the NCIP will be given preference.
 2. How the project furthers City and neighborhood goals and/or complements other public improvements.
 3. The immediate and long-term effect of the project on the neighborhood.
 4. Whether the association partners with an outside agency to develop and complete project construction.
 5. Whether the matching funds plan is realistic.
 6. The time necessary to design, bid and construct the project.
 7. The long-term maintenance plan for the proposed project. Neighborhoods willing to maintain the improvements will be given priority in the selection process.



8. Whether the project can be constructed without approval of regulatory or other governmental agencies.
 9. Practicality of the project given the available City resources, including the availability of qualified in-house personnel to design the project and/or outside consultants.
- E. Associations must ensure that their proposed project concept facilitates project completion within 12 months from the commencement date (project commencement date begins when the project survey is implemented by City crews).
- F. Applicants awarded the NCIP grant will meet with City staff to review and discuss the project's scope, design/construction timeline and project implementation process.
- G. Project commencement date and timeline will be designated by Engineering and Architectural Bureau. Associations must be ready to proceed with their match at the time indicated. A copy of the project schedule and anticipated commencement date will be provided to associations with their grant award notification.

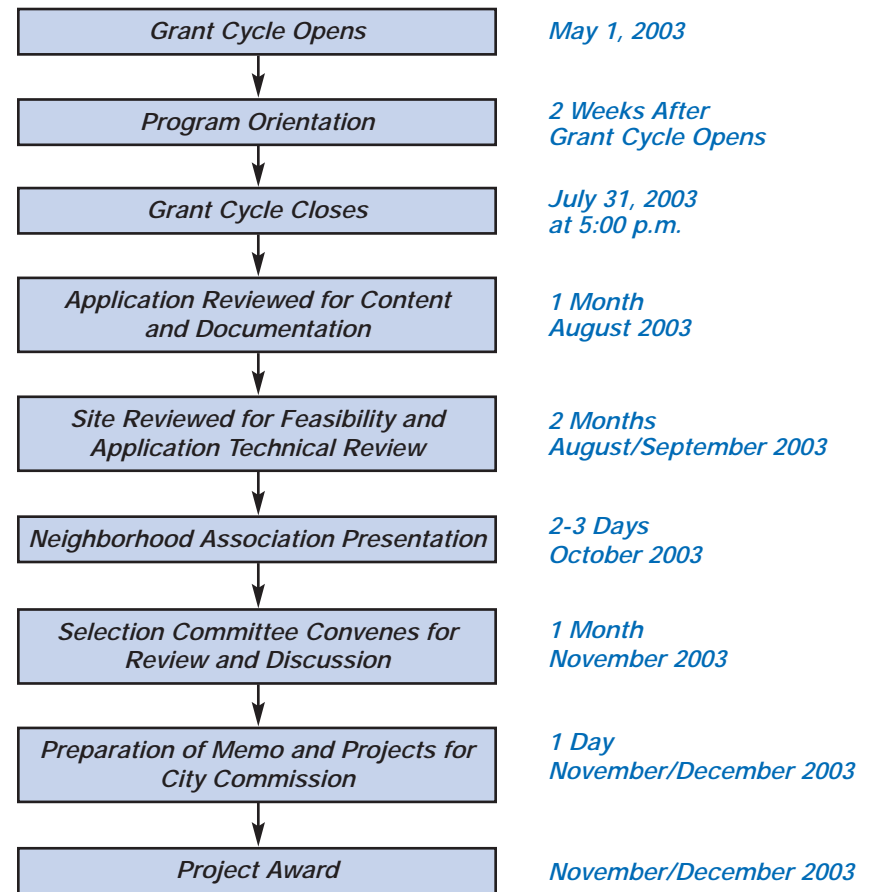
Please note: Staff will make every effort to accommodate an association's request for commencement date when assigning and scheduling projects.

VII. ASSISTANCE

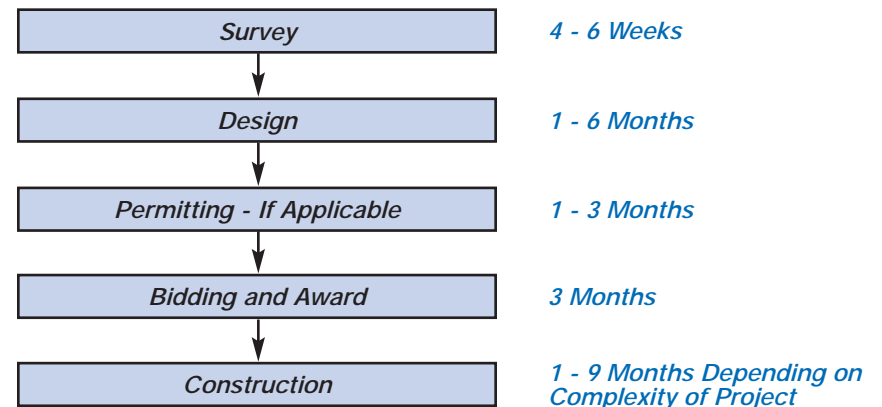
- A. The NCIP Program Manager will maintain a volunteer list for residents, who qualify and wish to assist other communities in developing a grant application. Qualification is based on prior experience of completing grant applications, writing skills, and the number of times the applicant/neighborhood has been awarded a grant as a result of the individual's grant writing skills.
- B. There are two types of workshops available to assist interested neighborhood associations with the development of their NCIP application: (1) NCIP Pre-Application/Program Orientation Workshop and (2) NCIP Technical Assistance Workshop. Anyone interested in applying for NCIP funds are highly encouraged to attend these informational workshops.

The Neighborhood Capital Improvement Program is designed to benefit the community and make the City of Fort Lauderdale a more attractive place to live. If you have any questions, please contact Marisol Lotito, NCIP/NCIGP Program Manager, at (954) 828-8954.

NCIP APPLICATION PROCESS AND TIMELINE



PROJECT IMPLEMENTATION AND TIMELINE



NCIGP PROGRAM GUIDELINES

I. ELIGIBILITY/CRITERIA

- A. Neighborhood associations must be registered with the state of Florida as a not-for-profit corporation. Corporate status must be active at the time of application for a period of one year.
- B. Proposed project must be within City's right-of-way or property, or easement dedicated for public use.
- C. Proposed project must meet City's Engineering Design and Construction standards, and Florida Building Code, as applicable.
- D. An appropriately licensed professional must design and certify the construction contract documents for the proposed project.
- E. Association's contractor must obtain all applicable permits.
- F. Association shall be responsible for securing, or ensuring the contractor secures, a payment and performance bond. Payment and performance bonds are required for all work within the City's public right-of-way (ROW) prior to issuance of permit. The bond shall be 150% of the cost of construction. Association shall ensure the bond has been posted. The bond shall be posted in the form of a

surety bond or cash, in a form acceptable to the City. No work shall be permitted to begin without the bond, naming the City as an obligee, first being furnished to the City.

- G. An appropriately licensed contractor must perform all work. Exception: landscape that does not require digging more than 12" deep for installation.
- H. Association's past history in implementing and maintaining projects will be taken into consideration for grant award.
- I. Association must adhere to the NCIGP Grant Maintenance Agreement/Revocable License.
- J. Projects must be constructed within a 12-month period. The 12-month period begins the date the City Commission authorizes the Grant and Maintenance Agreement/Revocable License. Grant must be expended within this allotted timeframe. Grants will be forfeited if projects are not fully completed within this timeframe. If warranted, the City Manager or designee may grant an extension to this timeframe.
- K. Projects funded in part or in whole by CDBG funds are not eligible.

II. GRANT PROCESS

- A. Association submits application during the Neighborhood Capital Improvement Program (NCIP) grant cycle.
- B. Applications are reviewed for content and eligibility.
- C. Applicants must present their project to the NCIGP Technical Review/Selection Committee (maximum five-minute presentation required). Applicants must request their NCIP project to be implemented under NCIGP at the time of application.
- D. Projects are reviewed and selected by NCIGP Technical Review/Selection Committee.
- E. Project selection/recommendation is submitted to Commission for grant award.
- F. Association executes Maintenance and Grant Agreement/Revocable License and returns to NCIGP Program Manager. NCIGP Program Manager generates memo and reserves item on City Commission Agenda for Commission approval.



- G. If approved, City executes NCIGP Grant and Maintenance Agreement/Revocable License.
- H. The NCIGP Program Manager will provide the association with a "grant approval" letter to commence with the project, in accordance with items A - Q outlined under the project implementation section of this guideline.
- I. The Maintenance and Grant Agreement/Revocable License is recorded in the public records of Broward County (these recording fees are charged to the project account).
- J. A copy of the Maintenance and Grant Agreement/Revocable License is forwarded to the association for their records.

III. PROJECT IMPLEMENTATION

- A. A "Kick-off" meeting will take place shortly after the grant is awarded to review the project scope and timeline.
- B. Association submits five sets of design/plans (signed and sealed) to NCIGP team for concept review and approval at the "kick-off" meeting. Four sets of plans will be returned to the Association with a cover letter and concept review approval stamp/disclaimer, which includes the NCIGP Program Manager and Project Engineer's signature.
- C. Prior to bidding the project, the association's design professional(s) must submit and obtain all required permit approvals.
 - 1. Once the plans have been approved, in accordance with the Florida Building Code, the applicant has 90 days to obtain the necessary permit(s).
 - 2. Permit approvals cannot be obtained without the Grant and Maintenance Agreement/Revocable License being executed by the City and association, NCIGP cover letter attached to the final plans, and the Program Manager and Project Engineer's signature on the "concept review and approval" stamp.
- D. Association should be aware that the permit review process could take four to six weeks, per review cycle, to complete.
- E. Should the association fail to obtain the required approvals, as outlined in items 1 through 3, the grant shall be forfeited.



- F. The association shall obtain a minimum of three bids for construction. A copy of the bid solicitation and responses are to be provided to the Program Manager for the project file.
- G. Appropriately licensed contractor(s) to pick-up all applicable permit(s) from the Construction Services Bureau, prior to commencement of construction. City permit fees will not be charged to the project account. These fees will be charged to the Neighborhood Capital Improvement Grant Program (NCIGP). The Construction Services Bureau will forward copies of the permit to the Program Manager, outlining the fees. Payment will be processed within 25 days of receipt to ensure prompt scheduling of inspections.
- H. Association shall be responsible for securing, or ensuring the contractor secures, a payment and performance bond. Payment and performance bonds are required for all work within the City's public right-of-way (ROW) prior to issuance of permit. The bond shall be 150% of the cost of construction. Association shall ensure the bond has been posted. The bond shall be posted in the form of a surety bond or cash, in a form acceptable to the City. No work shall be permitted to begin without the bond, naming the City as an obligee, first being furnished to the City.
- I. Association shall ensure there is a warranty provision in the contract to cover the quality of construction or work conducted for a minimum of one year.



- J. Association shall ensure there is a provision in their contract for the partial release of lien during interim payment periods, and full release of lien at the completion of the project from the contractor and their subcontractors.
- K. All construction or public improvements conducted must adhere to the City of Fort Lauderdale's Code of Ordinances and Land Development Regulations, Florida Building Code, and Engineering Permit Standards, all as amended from time to time.
- L. Project is inspected during construction by Engineering and Building Department inspectors, as necessary.
- M. Association shall incorporate the above stated guidelines (items A - K above, and items A - D under Payment Process) in their construction agreement with the contractor, and ensure a copy of this grant criterion is attached to the construction agreement. This may be added as an addendum to the contract.
- N. Please note: Final payment will not be issued until the project has met all City construction requirements.
- O. Association must submit the following documents for payment within 30 days of project completion to the NCIGP Program Manager, as appropriate:

- 1. Request for payment on association's business stationary
 - 2. W-9 (Request for Taxpayer Identification Number and Certification)
 - 3. Original unpaid/paid invoices for project design and construction as appropriate
 - 4. Certificate of Completion
 - 5. One set of photographs of the completed project.
- P. Program Manager conducts final site visit, reviews invoices, ensures association has met their match, and processes documents for payment.
 - Q. Payment is issued directly to association, usually within 25 business days of receiving request for payment and invoice(s). Payment will not exceed the amount granted to the association. The association will be responsible to the contractor for payment of the full invoiced amount.

III. PAYMENT PROCESS

- A. Payment for projects that are \$30,000 and under (i.e., City's portion is \$15,000 or less), shall follow the payment request guidelines stipulated in items #14 through 17 in the project implementation section.
- B. Projects over \$30,000 will be allowed to draw against the grant funds no more than twice. The first draw will be given after the first 30 days of project construction and the last draw upon 100% project completion. The allotment amount for the first draw down shall be no more than 30% of the grant award for the purposes of facilitating the project construction. The association shall submit, on association's business stationary, a request for payment and a completed W-9.

*Example: NCIGP \$50,000 project (\$25,000 City/ \$25,000 Assoc.)

- 1. On the 30th day of project construction, the association submits a request for payment for 30% of the grant award on the association's business stationary, along with a completed W-9 to the NCIGP Program Manager, as appropriate (i.e., 30% of \$25,000 = \$7,500).
- 2. City processes payment within 25 business days and issues check for 30% (\$7,500) of grant award to the association.

3. At 100% construction, the association remits the final bill (paid or unpaid) for the balance of the grant (i.e., grant balance \$17,500).

Please note: The City will pay up to 50% of the total project cost, not to exceed the original grant award (i.e., Total project cost is \$70,000 - NCIGP grant award is \$25,000: The City pays \$25,000 of the total project cost and the association pays the balance of \$45,000). Association's final payment request shall follow the guidelines outlined in items 14 through 17 in the Project Implementation section.

- C. Association shall ensure that its contract agreement with the contractor includes a provision for payment, as outlined above. The association's contract agreement with the contractor should also include additional time for payment to accommodate the City's payment processing timeframe. The City will generally process and generate payment within 25 business days from the time the invoice is received by the NCIGP Program Manager.
- D. Check(s) will be issued directly to the association. The association will be responsible to the contractor for payment of the full invoiced amount.



MAINTENANCE POLICY

Purpose of Policy: In an effort to develop stronger neighborhood identity and promote civic pride, the City of Fort Lauderdale has established the Neighborhood Capital Improvement Program (NCIP) and Neighborhood Capital Improvement Grant Program (NCIGP). These programs give neighborhood associations an opportunity to work in partnership with the City to effect positive change throughout the community. Central to the success of this partnership is the associations' responsibility to support and maintain projects once they have been completed. The following policy outlines the specific maintenance regulations which associations are required to follow:

- A. This policy applies to all current NCIP and NCIGP projects, as well as any future projects for which the neighborhood, civic or business association has a maintenance responsibility.
- B. City will do an annual mailing of the maintenance policy to all associations along with a letter of understanding reminding associations of their responsibility to maintain projects. The letters shall be specific about the project or improvements that require maintenance by the association.
- C. Maintenance Compliance Procedures:
 1. City conducts two yearly site inspections of all improvements made under the NCIP and NCIGP where associations have a maintenance responsibility. The purpose of the inspections is to identify possible deficiencies in proper project maintenance.
 2. Upon first deficiency(s):
 - a. Association receives a friendly reminder notice with photos taken at time of inspection.
 - b. Mayor, Commission and City Manager are notified.
 - c. Association has three weeks to bring project up to compliance standards. At this time, a second City inspection will be made.
 3. Upon second inspection, if project is not up to standard:
 - a. Association receives a "Warning of Removal" notice.
 - b. Mayor, Commission and City Manager are notified.
 - c. Association has three weeks to bring the project up to compliance standards. At this time, a final City inspection will be made.

4. Upon third inspection, if project is not up to standard:

- a. Mayor, Commission and City Manager are notified.
- b. Improvement will be removed.
- c. City will replace with zero maintenance material.
- d. City maintains sole option with regard to choice of replacement material.

D. This maintenance policy will be included in all new NCIP/NCIGP applications. Previous deficiencies and non-compliance with this policy on prior improvements will be grounds for rejection of new funding requests.

E. Replacement of large scale improvements by the City's reserve funds:

1. In the case of large, expensive items such as guardhouses, replacement may be negotiated between City and civic association as follows:

- a. Applies only to significant repair or replacement and is subject to a \$500 deductible payable by the civic association.
- b. City will be responsible for covering the cost of replacement/repairs for damages beyond the \$500 deductible.
- c. Associations will be responsible for notifying the NCIP/NCIGP Program Manager of any damages to the capital improvement(s).

2. Exceptions may be granted due to:

- a. Level of public hazard due to the demise of structures, pavement, etc.
- b. Natural disaster damage.
- c. Other issues that render payment responsibility by the association as unfair or to allow for creative participation by associations due to hardship.

F. New Construction Policy/Standards

1. Landscaping

- a. Use of xeriscape and/or sustainable landscape principles shall be employed.
- b. Native, drought tolerant plants and materials shall be used whenever possible to encourage long-term, low maintenance.
- c. Irrigation shall be low volume and plant materials shall be grouped by water requirements.
- d. If the design of the project requires irrigation, it shall be installed at the time of initial construction. No landscaping requiring irrigation shall be installed without irrigation.

e. All irrigation shall be automated.

f. Capital costs of meters and installation shall be included in project cost.

g. City shall be responsible for monthly operating cost of water and electric.

2. Right-of-Way Trees - New trees must be approved by the City's Urban Forester as to type, size, etc. The association shall also provide a maintenance agreement from each property owner if the trees are located in common areas. As an alternative, the association may pay the additional cost of 90-day contractor maintenance. the case of large, expensive items such as guardhouses, replacement may be negotiated between City and civic association as follows:

3. Fencing - If chainlink is used, it must be black vinyl coated.

4. Monuments, lighting, signs (entry, crime watch, etc.), crosswalks (pavers), guardhouses, playground equipment, docks, gate arms, sidewalks and walls, in addition to all improvements listed above, must adhere to City standards and specifications and must be approved by the City Engineer.

5. Complete construction phasing - Each phase of construction shall achieve a "complete" appearance. For example, no monuments should be installed without landscaping.

6. Sidewalks - All sidewalks installed under NCIP/NCIGP shall be maintained by abutting property owners at their expense (per Chapter 25, City Code). Installation shall be done with notice to all affected property owners.

